

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SENIOR PROGRAM SPECIALIST

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Senior Program Specialist is the third level in a five level Programs series. Incumbents serve as a lead worker and handle the more complex or difficult situations, projects, and cases.

The Senior Program Specialist is distinguished from the Program Specialist by its responsibility for serving as a lead worker to other employees. The Senior Program Specialist is distinguished from the Supervising Program Specialist, which has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|---|------------------|
| 1. | Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor. | Daily
10% |
| 2. | Coordinates, monitors, and evaluates complex, multi-faceted, and difficult program activities and components in assigned area of responsibility. | Daily
25% |
| 3. | Prepares and maintains a variety of data, files, in assigned area of responsibility, which may include databases. | Daily
20% |
| 4. | Receives and responds to requests for related information from internal departments, citizens, and/or other interested parties. | Daily
5% |
| 5. | Establishes and maintains collaborative relationships with external agencies, consumers, contractors, and/or other applicable parties. | Weekly
10% |
| 6. | Participates in a variety of meetings, committees, task forces, and/or other applicable groups in order to receive and convey information. | Weekly
10% |
| 7. | Compiles and analyzes a variety of complex, multi-faceted data related to program activities and operations and prepares reports detailing findings and recommendations. | Weekly
10% |
| 8. | Participates in developing, organizing, administering, facilitating, and evaluating training sessions, classes, workshops, and/or other applicable events in assigned program area. | Monthly
5% |
| 9. | May participate in coordinating and monitoring program budget, including preparing cost estimates for budget recommendations and monitoring project expenditures. | Varies
0 – 5% |

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10.	Performs other duties of a similar nature or level.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Labor/Contract Compliance may be responsible for:

- Investigating employment practices, payroll records, and wage and employment policies of contractors for compliance with applicable Federal and State prevailing wage laws and regulations;
- Monitoring the use of disadvantaged and minority businesses utilized by Contractor on capital improvement projects.

Positions assigned to Construction Compliance may be responsible for:

- Preparing contract documents for capital projects;
- Preparing delinquency notices, acceptance letters, and security documents;
- Administering development agreements.

Positions assigned to the Film Commission may be responsible for:

- Implementation of the Fresno Film & Entertainment Commissions marketing, sales and promotional activities, film industry familiarization tours, off-site location and facility scouting and photography
- Participation in film-related educational and professional events

Training and Experience (positions in this class typically require)

- Associate's Degree in related field and two years of specific program related experience are required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C license;
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desirable.

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Knowledge (position requirements at entry):

Knowledge of:

- Principles and practices in assigned program area
- Modern office practices and equipment
- Customer service policies, principles and practices
- Community outreach techniques
- Event planning techniques
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations

Skills (position requirements at entry):

Skill in:

- Prioritizing and assigning work
- Training employees in proper work methods
- Providing customer service
- Using computers and applicable software applications
- Handling multiple tasks simultaneously
- Using modern office equipment
- Maintaining program files, records, and information
- Coordinating and administering operations and activities in assigned area of responsibility
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Preparing a variety of specialized documents and materials associated with assigned area of responsibility
- Participating in the evaluation, analysis, and resolution of complex problems
- Coordinating and administering operations and activities in assigned area of responsibility
- Facilitating training sessions, classes, workshops, and/or other applicable events
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling and crouching.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008